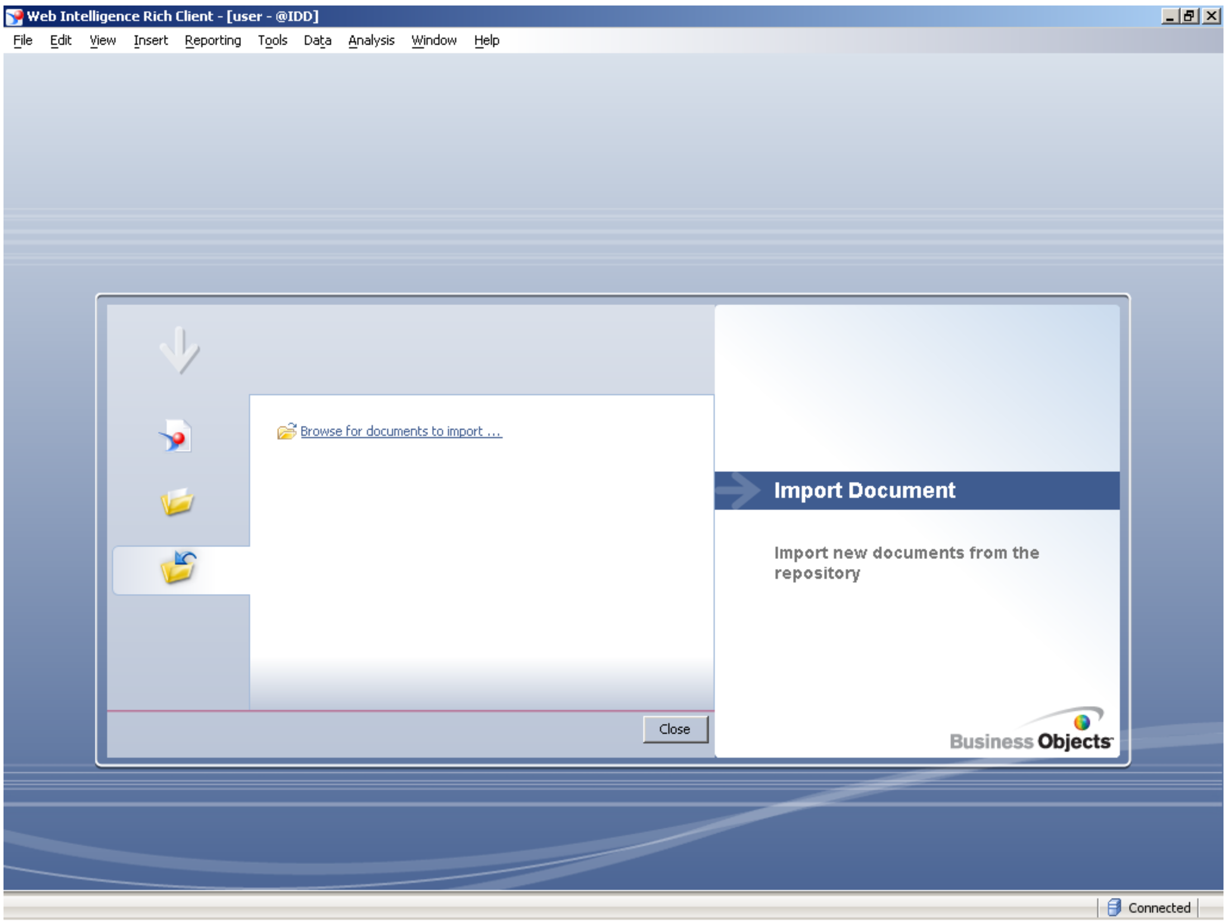
Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client



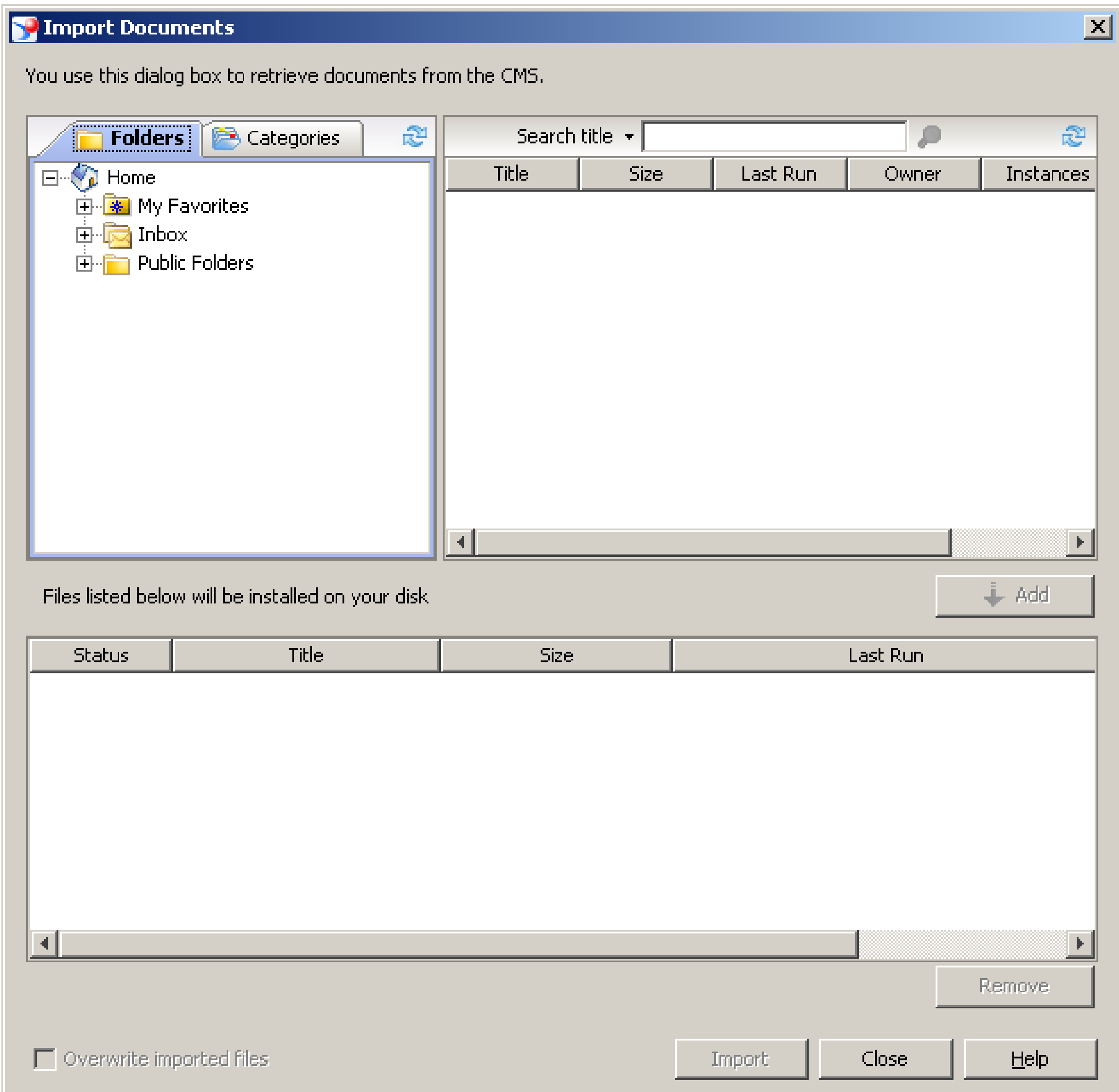
2. Click **Browse for documents to import...**.

You can import and export a Web Intelligence Rich Client document from or to a public folder or your Inbox.

In this lesson, you import a document from your Inbox and then export the document to a public folder or category.

Once you have logged into the Web Intelligence Rich Client, hover your mouse over Import a document from the repository to begin at the Import Document screen.

Import Documents



3. Click the **Inbox** tree item.

In the Import Documents dialog box, you choose which documents to import from the Central Management Server.

4. Click the **Sales Reven...** list item.

5. Click **Add**.

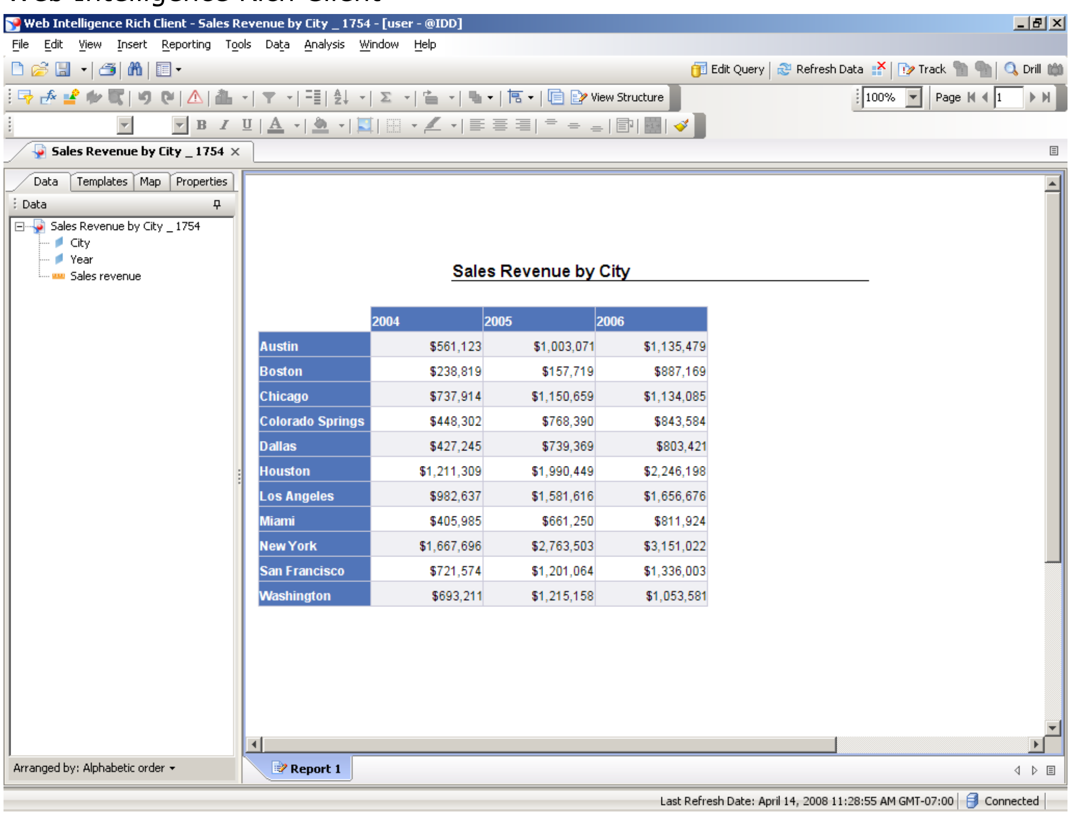
6. Click **Import**.

7. Click the **Click to continue** link.

An information box confirms that the import was successful.

8. Click **Open All**.

Web Intelligence Rich Client



	2004	2005	2006
Austin	$561,123	$1,003,071	$1,135,479
Boston	$238,819	$157,719	$887,169
Chicago	$737,914	$1,150,659	$1,134,085
Colorado Springs	$448,302	$768,390	$843,584
Dallas	$427,245	$739,369	$803,421
Houston	$1,211,309	$1,990,449	$2,246,198
Los Angeles	$982,637	$1,581,616	$1,656,676
Miami	$405,985	$661,250	$811,924
New York	$1,667,696	$2,763,503	$3,151,022
San Francisco	$721,574	$1,201,064	$1,336,003
Washington	$693,211	$1,215,158	$1,053,581

9. Press [Enter] to continue.

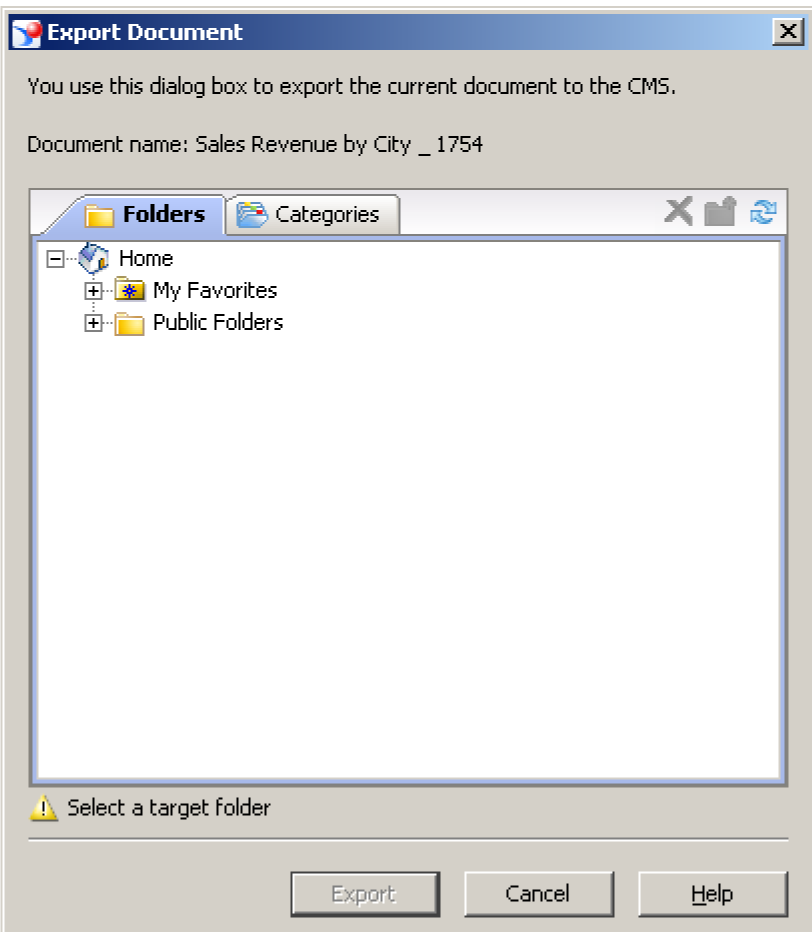
You have successfully imported a document from your Inbox that was visible only to you. Now, you can save this document to a public folder on the Central management Server to share it with others.

Press **[Enter]** to continue.

10. Click the **File** menu.

11. Click **Export to CMS...**.

Export Document



12. Click the + before the **Public Folders** tree item.

In the Export Document dialog box, you choose where you would like to save the document on the Central Management Server.

13. Click the **eFashion Sales Documents** list item.

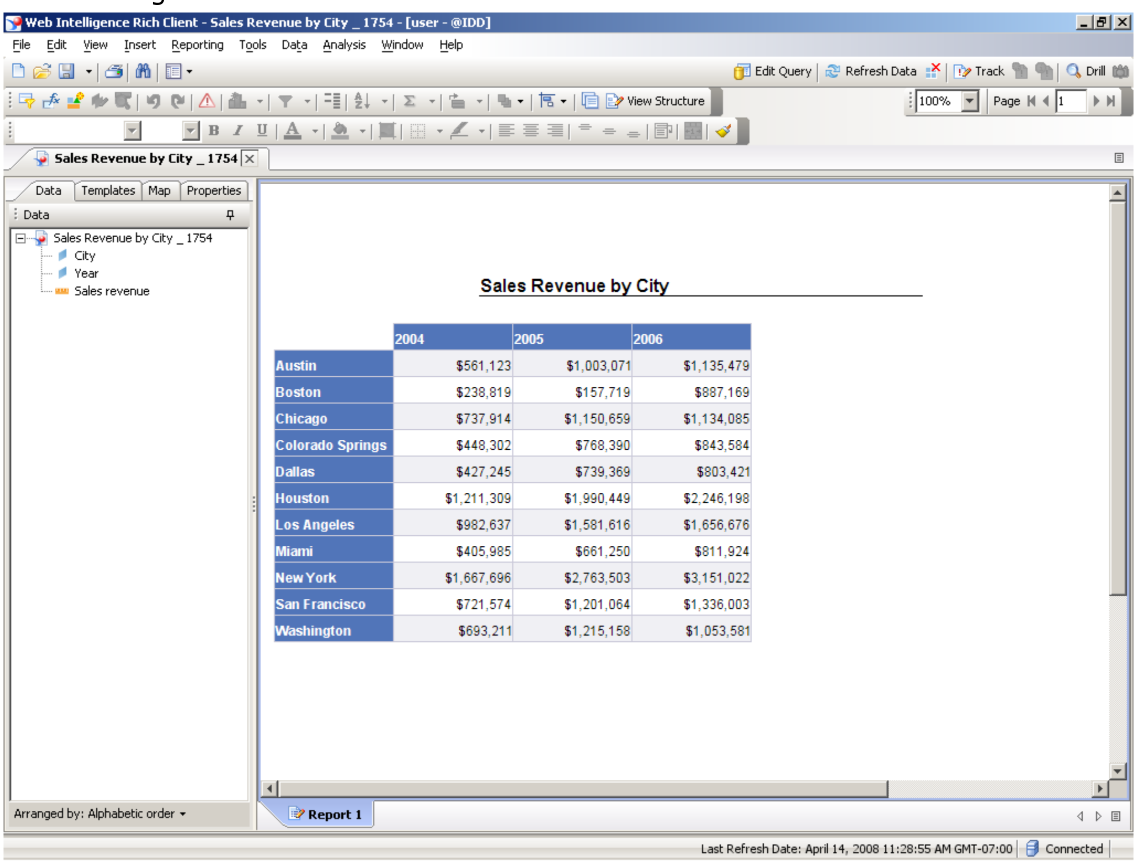
Export the document to the eFashion Sales Documents folder.

14. Click **Export**.

15. Click **Close**.

An information message indicates that the Export was successful.

Web Intelligence Rich Client



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16. Press [Enter] to continue.

    The document is now a public document.

    Press **[Enter]** to continue.

